



HEATING IN UL – INFORMATION DOCUMENT

DRAFT Rev3 - 4 May 11

1. Building occupants are entitled to a working temperature in accordance with Health & Safety Regulations during building occupancy times.
2. Building heating occupancy times supported by Buildings and Estates (BE) are posted on the BE website, see [Appendix 1](#).
3. UL Buildings use natural gas powered boilers (low pressure hot water) generally to heat buildings by means of radiators in perimeter areas (areas with windows accessing fresh air) and mechanical ventilation in internal areas e.g. corridors, large rooms without external windows etc.

4. Electric Heaters

Electric Heaters are not favoured for a number of reasons since they:

- Cost more than twice as much to run per unit of heat
- Emit twice as much Carbon Dioxide
- Present a far greater risk of fire

Occupants use electric heaters for a number of reasons:

- Room is too cold i.e. below regulation/design temperature. In this scenario, the use of supplementary electric heating masks the problem. (The correct solution is to contact BE (by emailing buildingsmaintenance@ul.ie) to have the problem rectified.
- Occupant requires temperature in excess of regulation/design temperature
- Occupant requires heating outside of supported occupancy times.

5. Causes of heating problems can be:

- Electrical: e.g. Failure of control system, power supply to heating plant
- Mechanical: e.g. Air in radiators
- Building Fabric: e.g. Excessive draughts in room
- Occupant: Heating problems are frequently caused by occupants e.g. radiator smothered (preventing circulation) by books, furniture, filing cabinets, clothing (gear) etc.

6. BE approach

Heating problems are given top priority by BE. The response procedure is as follows:

- 6.1 Buildings Office will contact electricians immediately on receipt of call. Contact will be by phone or by radio.
 - 6.2 Calls will be logged first in Electrical Maintenance log. Electricians can subsequently arrange to have follow-on call logged in Mechanical Maintenance Log and/or Builders Maintenance Log. If/when electricians required to pass call to Mechanical and/or Builders log, they will inform Buildings Office who will pass on the call (as in 6.1) and log it in the appropriate log(s). The original call can remain as a valid call in the Elec log.
 - 6.3 Heating problem calls will be treated as top priority – immediate response required with an absolute max response time of 30 minutes.
 - 6.4 A “[Heating Problem Response](#)” sheet will be completed for all heating calls (see Appendix 2). Response sheet will be scanned and placed on server by response team.

Measurements are taken of various parameters including:

 - Room air temperature
 - Room fabric temperature (e.g. desk, table)
 - Radiator temperature/supply air from vent
 - Radiator target temperature as set by the Building Management System

BE can also install a portable temperature recording device to record temperatures for a number of days/weeks if necessary.
7. Under certain circumstances BE may authorize the use of an electric heater. This will usually be a temporary measure while the normal heating system is being repaired or modified. In this instance, BE will supply and install a high quality oil filled radiator with built in overheat protection, thermostats etc and a programmable time clock. This type of heater is significantly safer than normal electric heaters which often incorporate an exposed heating element (in particular the fan heater/blow heater types).